

Sanitized Copy Approved for Release 2010/11/16 : CIA-RDP89-00724R000100100029-1

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| DATE OF DOC | | DATE REC'D | | DATE OUT | | SUSPENSE DATE | | CROSS REFERENCE OR POINT OF FILING | |
| 11/15/85 | | | | | | | | | |
| TO D/OP via DDA | | | | | | | | | |
| FROM Director of Security | | | | | | | | | |
| SUBJ. Nomination for Participation in | | | | | | ROUTING | | | |
| the CIA Retirement and Dis- ability System - | | | | | | DD/P&M | | DATE SENT | |
| | | | | | | AD/S | | 11/14/85 | |
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| COURIER NO. | | ANSWERED | | NO REPLY | | | | | |

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Sanitized Copy Approved for Release 2010/11/16 : CIA-RDP89-00724R000100100029-1

CONFIDENTIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Proposed HN, Security and Agency Employee Responsibilities
in Controlling Access of Uncleared Contractors

FROM: **EXTENSION** **NO.**
Policy Branch/PPG
 DATE 7 October 1985

TO: (Officer designation, room number, and building) **DATE** **RECEIVED** **FORWARDED** **OFFICER'S INITIALS** **COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

| | | | | | |
|-----|-----------------|--|--|--|--|
| 1. | C/Policy Branch | | | | <p>Attached is a proposed HN promulgated by HSD, with the approval/concurrence of the DD/PAS, which outlines the responsibilities of Security escorts and Agency employees with regard to monitoring uncleared contractors.</p> <p>This HN has been edited by PPG and the C/HSD concurs in its publication as presented herewith.</p> <p>A memorandum to C/RPD requesting publication of this HN has been prepared for your signature.</p> |
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| 3. | C/PPG | | | | |
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CONFIDENTIAL


ROUTING AND RECORD SHEET

SUBJECT: (Optional) Proposed HN, Security and Agency Employee Responsibilities in Controlling Access of Uncleared Contractors

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|---|-----------------|---------------------------|--|
| FROM: [Redacted] Deputy Director of Security Policy and Management [Redacted] | | EXTENSION | NO. |
| | | | DATE |
| TO: (Officer designation, room number, and building) | DATE | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
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| 1. C/RPD/OIS 1105 Ames Bldg. | | | |
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MEMORANDUM FOR: Chief, Regulatory Policy Division/OIS

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FROM:



Deputy Director of Security
Policy and Management

SUBJECT: Proposed HN, Security and Agency Employee
Responsibilities in Controlling Access of
Uncleared Contractors

1. As a result of the increased construction work at the Headquarters compound and the recent hiring of Independent Contractor Security Escorts, it has become necessary to issue a Headquarters Notice reminding Agency employees of their responsibilities relative to monitoring uncleared contractors.

2. Accordingly, the attached Headquarters Notice has been prepared for publication and distribution to all Agency employees.

3. Any effort on your part which would result in the expeditious processing of this HN will be greatly appreciated since this subject is a source of mounting confusion among Agency employees.

STAT
4. Please direct any questions on subject to the Policy and Plans Group, extension 

STAT


OS 5-2230

MEMORANDUM FOR: Chief, Regulatory Policy Division/OIS

FROM:

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Policy and Management

SUBJECT: Proposed HN, Security and Agency Employee
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!OS/P&M/PPG (7 Oct 85)!

!Distribution:!

! Orig - Adse!
! ① - DD/P&M Chrono!
! 1 - PPG Chrono!
! 1 - OS Registry

OS 5-2230

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Policy and Management

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OS 5-2230

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BASIC

7712-1980

24 OCT 1980

MEMORANDUM FOR: Chief, Regulations Control Division
Office of Information Services

FROM:

Chief, Policy and Plans Group
Office of Security

SUBJECT:

Security Instructions for
Daytime Cleaning, Maintenance, and Repair
of Agency Offices, and Requests
for Certain Agency Badges

REFERENCE: Your memorandum dated 22 October 1980,
same subject

This will acknowledge receipt of reference. Please
be advised that it is not necessary to extend the expiration
date of either notice.

Distribution:

Orig - Adse

1 - OS Reg

1 - PPG

OS/P&M/PPG sw
(23Oct80)

OS 0 2681-A

CONFIDENTIAL

22 October 1980

MEMORANDUM FOR: Policy and Plans Group, Office of Security

FROM:

Chief, Regulations Control Division
Office of Information Services

SUBJECT:

Security Instructions for Daytime Cleaning,
Maintenance, and Repair of Agency Offices, and
Requests for Certain Agency Badges

REFERENCE:

dated 5 November 1979

1. In accordance with the policy stated in this memorandum serves as a reminder that will expire 1 January 1981 and will expire 1 December 1980.

2. Headquarters and field notices are intended to disseminate transitory information quickly; information of a continuing nature should be incorporated into an Agency regulation or handbook.

3. If it is necessary to extend the expiration date of a notice, the request requires written justification and the express approval of the Deputy Director for Administration for headquarters notices and the Deputy Director for Operations for field notices.

4. Please acknowledge in writing the receipt of this reminder and indicate any further action intended.

Attachments:

A.
B.

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